

Criminal Justice Information System (CJIS) Advisory Committee Meeting Summary

Date: April 26, 2005

Location: Iowa Judicial Branch Building, Room #165

Hours: 10:00 a.m. – 12:00 p.m.

Members Present: Dennis Anderson, Mike Riepe, Dennis Henderson, Larry Murphy, Larry Grund, Tom Becker, Robert Sosalla, Leesa McNeil, Gary Maynard, Doug Strike, Mary Tabor, Lois Leary

Others Present: Dave Meyers, Dick Moore, Dave Usery (URL Integration), Liz Pearson (URL Integration), John McCarthy (MAXIMUS), Tor Gudmundsen (MAXIMUS)

Members In Absentia: Mike King, Robert Dvorsky, Helen Miller, Lance Horbach, Steve Kettering

Actions Taken: 1) By unanimous consent the CJIS Advisory Committee accepted the proposed acceptance criteria, including the payment schedules, payment amounts, acceptance dates, delivery dates, deliverables, and milestones related to the development of the CJIS Plan by MAXIMUS/URL.

2) By unanimous consent the CJIS Advisory Committee voted to authorize a payment of \$25,500 to MAXIMUS/URL for the successful completion and delivery of an annotated table of contents (ATOC), an analysis of previously conducted justice integration studies done in Iowa, and a project plan timeline and responsibility matrix.

3) The CJIS Advisory Committee scheduled the following additional meeting dates:
Thursday, July 21
Tuesday, August 30
Tuesday, September 27.

Meeting Highlights:

- Dave Meyers gave an overview on the history and background of the CJIS Plan development process including the source of funding for the CJIS Plan and the Request for Proposal (RFP) release, review, and contract award process.
- Dave Meyers gave a presentation on the process to be used to review and approve the specific deliverables related to the development of the CJIS Plan. Dave, as project manager, will review and approve each deliverable and will then forward the deliverable to the CJIS Strategic Planning Team for their review and approval. If approved by the CJIS Strategic Planning Team then it will be forwarded to the CJIS Advisory Committee for final acceptance.

- Dave Usery and Tor Gudmundsen gave an overview of the CJIS Plan project including identifying project principals, processes and underlying assumptions.
- Dave Usery gave a presentation on the analysis he did regarding previously conducted Iowa CJIS studies and recommendations. Dave broke down his analysis into four categories: planning, business, technology, and implementation. He identified what the previous study recommendation was, whether it was still valid, and what issues were still open. Additionally, Dave made comments on those issues that he deemed particularly pertinent.
- Liz Pearson gave a presentation on the CJIS Plan implementation approach that the MAXIMUS/URL team intends to use to develop Iowa's CJIS Plan. Liz provided detailed information regarding specific tasks to be performed and who is responsible for performing those tasks. Additionally, she identified the performance period of each task including the starting and ending date. Liz also discussed risk factors, payment milestones, and RFP requirements.
- John McCarthy gave a presentation on the CJIS Plan Annotated Table of Content (ATOC). John described how the ATOC identifies the information that will be explored, expanded, and ultimately be developed into the final CJIS Plan. The ATOC includes 6 major categories: executive summary, introduction to integrated justice, as-is business and technical readiness assessment, to-be Iowa CJIS description, strategic integration plan, and performance metrics.
- Dave Meyers facilitated a discussion related to the development of a CJIS Plan outreach and communications strategy. The majority of the discussion centered around the process to be used to gather information from the State's justice community to assist with the development of the CJIS Plan. It was determined that a survey would be sent out by each CJIS Advisory Committee member to his or her respective agency or association to gather critical information. Additionally, CJIS Plan project updates will be posted on the State's CJIS web site at <http://www.state.ia.us/dhr/cjip/cjis/index.html>.

Next meeting:

Tuesday, May 24, 2005
 10:00 a.m. – 2:00 p.m.
 Large Conference Room (#165)
 Iowa Judicial Branch Building
 1111 East Court Avenue
 Des Moines, Iowa 50319